

## RECORDS RETENTION SCHEDULE

GC 27910

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION ALJ Division – Docket Office		(5) ADDRESS 505 Van Ness Avenue, San Francisco, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER ALJ-4	(10) SCHEDULE DATE 11/27/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 52
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER A-8 (Amendment 3)	(14) APPROVAL NUMBER 99-147	(15) APPROVAL DATE (S) 9/1/99	(16) PAGE NUMBER(S) REVISED – 1 & 2
(17) MISSION/FUNCTIONAL STATEMENT: The Docket Office reviews and files formal applications, cases, investigations, rulemakings, petitions and subsequent pleadings in those proceedings that come before the California Public Utilities Commission by hard copy filing or electronic filing. In addition, the Docket Office updates the case tracking system (Case Information System aka CIS), and issues the Daily Calendar of Commission hearings, events and formal action. All papers filed are distributed to the Commission divisions, the original copy to Central Files for formal filing. (Electronic filings are recorded as records of the Central Files Office.)					
<b>PART I – AGENCY STATEMENTS</b>					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Concepcion Lota		(19) TITLE Legal Support Supervisor II		(20) PHONE NUMBER (415) 703-3313	(21) DATE SIGNED 11/27/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE- RECORDS MGMT. ANALYST Dany R. Munhall	(23) CLASSIFICATION Business Services Manager II (Supv)	(24) NAME (Printed or Typed) Gary Munhall	(25) PHONE NUMBER 415.703.1860	(26) DATE SIGNED 12/26/2007	
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>					
(27) SIGNATURE –CalRIM CONSULTANT Janice C. Sanchez		(28) APPROVAL NUMBER 08-014	(29) DATE SIGNED 1/11/2008	(30) EXPIRATION DATE 1/11/2013	
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE Sylvia Bailey, Archivist			(34) DATE SIGNED Jan 23, 2008		



ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION				PRA (Exempt) & IPA (47)	REMARKS (48)
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)		
1	0.5		Daily Log of paper filings	P		Active	0	0	Active		Working copies
2	1		Assignment Lists	p		Active	0	0	Active		Old version of assignment list superseded by Res. ALJ-176 and attachment.
3	5		Daily Calendar	p		1	0	0	1		Copies. (The "official" file of the Daily Calendar is kept in Central Files.)
4	5		Office Manual, Letters, Memos, Binders	P		1	0	0	1		Copies Only.
5	40		Cardex Records (Docket cards for cases not on CIS and cross-reference cards for filers/cases)	P		Active	0	0	Active		Until no longer needed for reference.
6			CASE INFORMATION SYSTEM	M		Active	0	0	Active		Until no longer needed for reference
<b><u>Records Management</u></b>											
7	0.1		Records Retention Schedule Approval Request and Records Retention Schedules (Std 72 and 73)	P		Current	0	0	Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS, RRS that are not revised remain in effect but are considered non-current.
8			Std. 70 – Records Inventory Worksheet	P		Current	0	0	Current		Retain as current until next inventory
9			Std. 71 – Records Transfer List	P		Current	0	0	Current		Retain as "current" until all records listed have been either destroyed, retired permanently, transferred to the State Archives, or when no longer needed, whichever is later.
10			Std. 76 – State Records Center Reference Request	P		Active	0	0	Active		Retain as "Active" until request for referral or withdrawal is completed.
11			Authorization for Record Destruction (Computer Printout)	P		4	0	0	4		Retain for 2 years from date destruction is authorized. Then retain 2 more years or until audited, whichever occurs first.

\* Provide total of office and departmental